



DEFENSE HEALTH AGENCY
NATIONAL CAPITAL REGION MEDICAL DIRECTORATE
OFFICE OF THE DIRECTOR
8955 WOOD ROAD, BUILDING 1, FLOOR 9
BETHESDA, MD 20889-5628

JAN 04 2017

MEMORANDUM FOR DIRECTOR, WALTER REED NATIONAL MILITARY MEDICAL
CENTER
DIRECTOR, FORT BELVOIR COMMUNITY HOSPITAL
DIRECTOR, JOINT PATHOLOGY CENTER

SUBJECT: National Capital Region Medical Directorate (NCR MD) Employment of Annuitant Policy

References: (a) DoDI 1440.25-V300 DoD Civilian Personnel Management System: Employment of Federal Civilian Annuitants in the Department of Defense
(b) Office of Personnel Management Handbook, "CSRS and FERS Handbook for Personnel and Payroll Offices, Chapter 100, April 1998
(c) Subchapter III of chapter 83; chapter 84; and sections 2105, 3323, 8336, 8337, 8344, 8345, 8414, 8455, 8465, 8468, and 9902 of title 5, United States Code
(d) DoDI 1400.25, V1702 DoD Civilian Personnel Management System: Voluntary Separation Programs

PURPOSE: The purpose of this policy is to promulgate policies and procedures to the NCR MD activities for hiring annuitants in accordance with reference (a), (b), (c) and (d). This allows newly appointed employees receiving an annuity from Civil Service Retirement and Disability Fund to receive full salary and annuity benefits and give the NCR MD activities an additional tool to attract and retain subject matter experts who have unique or specialized skills or unusual qualification and to fill positions of critical importance to the Directorate's mission. This authority may be particularly useful under special or direct hire authorities. The term appointment includes any personnel action that brings an individual onto the rolls of DoD (e.g. appointment, conversion to a new appointment, transfer from another federal agency).

IAW with reference (a), this policy does not apply to:

a. Annuitants whose disability retirement annuities have been terminated because of recovery or restoration to earning capacity in accordance with section 8337(d) or 8455(a) of Reference (c) prior to or upon appointment to the Department of Defense.

b. Annuitants receiving annuities from a retirement system not covered by the Civil Service Retirement and Disability Fund (e.g., retirement systems established for nonappropriated fund employees as described in section 2105(c) of Reference (b), the Foreign Service Retirement System).

c. Former Federal civilian employees who are receiving Office of Workers' Compensation benefits and who did not apply for and are not receiving an annuity from the Civil Service Retirement and Disability Fund.

d. Annuitants receiving an annuity from the Civil Service Retirement and Disability Fund appointed to the Department of Defense prior to November 25, 2003, including those who subsequently move within the Department through reassignment, promotion, change to lower grade, or transfer between Military Departments and who continue to serve under the provisions of their original appointment.

POLICY:

a. In order to ensure appointment are administered consistently across the NCR MD, and due to the anticipated level of intensity with which this program may be monitored, the authority to appoint annuitants at grades 15 and below (and equivalent) within the NCD MD will remain Chief for Personnel, NCR MD Headquarters (HQ.) Requests from activities for approval to appoint annuitants, or extend an existing reemployed annuitant's appointment shall be addressed on a case-by-case basis by completing and submitting the request form at enclosure to NCR MD HQ.

b. In accordance with Reference (a), the employment of annuitant can be approved based on the critical need of the position in the continuance of the organization's mission in service of the community hospital to its patients, staff members, and visitors. The personnel action must include the type of employment, permanent, term appointment, or temporary appointment.

c. The annuitant is to be provided notice of his/her benefits IAW Reference (b). Additionally, the annuitant will be advised of the impact of reemployment in the Department of Defense: "In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or re-determined annuity for the reemployment period."

d. In order for an annuitant to be employed in the same organization in the same (or substantially similar) position as the position from which the annuitant retired, he or she must have been retired for at least 90 days. This 90-day period may be waived if the organization certifies in their request that retention options (e.g. retention allowance, flexible work schedule, telework) were considered and offered before the employee retired.

e. Positions offered to annuitants may be filled on a time-limited or indefinite basis, depending on the circumstances. The rationale for hiring should be a factor in determining the type of appointment. For example, a time-limited appointment would be appropriate to fill a position where there is a critical need resulting from an unforeseen circumstance of a short duration. An indefinite appointment may be appropriate to fill a continuing position when there is a severe shortage of candidates and the organization has historically had difficulty in recruiting in spite of extensive recruitment effort.

f. An annuitant who retired with Voluntary Separation Incentive Pay (VSIP) must comply with the DoD and Federal Government reemployment restrictions, as prescribed in reference (d). Essentially, the regulations stipulate an employee separated with VSIP cannot be

reemployed by DoD for 12 months without a waiver from the Secretary of Defense, nor can the employee be reemployed within any government agency for 5 years, without repaying the VSIP.

Criteria for Hiring of Annuitant. One or more of the following criteria must be met and specified in the request in order to reemploy an annuitant.

- a. The position is hard-to-fill as evidenced by historically high turnover, a severe shortage of candidates or other significant recruiting difficulty; or it is a position that is critical to the accomplishment of the organization's mission; or it is a position needed to complete a specific project or initiative; or
- b. The annuitant has unique or specialized skills, or unusual qualifications not generally available; or
- c. The annuitant employee is needed to mentor less experienced employees and/or to provide continuity during critical organizational transitions. An annuitant hired for this purpose may not serve for more than 2087 hours (one year full time, or two years part time). Extensions beyond 2087 hours are not authorized.

Procedures for Filling Positions with Annuitants. The following procedures will be the joint responsibility of the activity and the NCR MD Personnel Branch.

- a. Organizations will submit the initial request, enclosure, to the NCR MD Personnel Branch with resume, position description, and organizational chart. When requesting to hire an annuitant it is essential to not only specify one or more of the criteria as the justification but also why that criteria applies and, if there are other non-annuitant applicants who are eligible for the position, why the annuitant is the only one who can do the job.
- b. The provisions of the DoD Priority Placement Program apply, as do the provisions of the Interagency Career Transition Assistance Plan for Displaced Employees and the DOD Reemployment Priority List. The reemployed annuitants serve at the will of the appointing official and are subject to displacement from permanent positions by PPP registrants. Requisitions must be submitted and kept active for as long as positions are occupied by annuitants on appointments without time limitation
- c. Organizations will make appointments of annuitants in accordance with the provisions of the particular type of appointment action being taken, e.g. reinstatement or temporary appointment based reinstatement.
- d. Physicians and Dentists hired as a Reemployed annuitant will be covered by Title 5, under the General Schedule Classification System, as Medical Officer GS-0602, or Dentist, GS-0680, with pay set based Salary Table -GS and Salary Table- DCB for the locality pay area of Washington, Baltimore, Arlington, DC-MD-VA-WV-PA.
- e. The Defense Civilian Personnel Data System (DCPDS) currently contains the functionality required to appoint annuitants. These appointments will be tracked in DCPDS by data element, to include the reason for the appointment of the annuitant.

f. Ensure firm offers of appointment and the establishment of effective dates occur after approval of the request is received.

g. Maintain consistent criteria for hard-to-fill positions and mission-critical positions. If hard-to-fill is the criteria, justify with a description of the activity's attempts to fill this position using other reasonable internal staging options and the activity's current and planned vigorous efforts to hire and train a qualified successor. The activity must show no other staffing option exists.

My point of contact for this action is Ms. Clodeth C. Findlay at telephone number (301) 319-4789 or email address: clodeth.c.findlay.civ@mail.mil.

A handwritten signature in black ink, appearing to read "Scott F. Wardell", is positioned above the printed name.

SCOTT F. WARDELL

Director for Business Operation
by direction of the Director

Enclosure:
As stated

ENCLOSURE

(ORGANIZATION LETTERHEAD)

FOR: DIRECTOR, NATIONAL CAPITAL REGION MEDICAL DIRECTORATE (NCR MD)

FROM:

SUBJECT: Request Employment of Annuitant (NAME)

In accordance with DoDI 1440.25-V300 DoD Civilian Personnel Management System:
Employment of Federal Civilian Annuitants in the Department of Defense, the following request
is submitted:

- a. Name of annuitant:
- b. Position Title, Pay Plan, Series, Grade of position held prior to retirement:
- c. Position Title,
- d. Position Title, Pay Plan, Series, Grade of position held if requesting an extension for an annuitant:
- e. Activity Name:
- f. UIC:
- g. Duty Station:
- h. Proposed Effective Date:
- i. Not to Exceed Date:
- j. Justification for Employment:
- k. Statement of Duties:

RECOMMENDATION: That the NCR MD, Chief of Personnel, approve the XXXXX by
signing below.

Approve: _____ Disapprove: _____